

VACCINATOR

Qualifications:

Licensed medical professionals, required training, required vaccine/prophylaxis.

Mission:

Dispense medications to clients who do not have identified contraindications, and advise clients of the risk/benefit, dosage, expected reactions, and any adverse effects.

**** Perform a self-check to identify any health conditions that would prevent you from participating in the event. If any condition presents, inform your supervisor immediately.**

Report To: Event Manager

Equipment: Pens, pre-packaged first-line antibiotics, labels, client information sheets

PPE: Must wear mask, gloves (change in between each patient), face shield or safety glasses/goggles, and gown. No head or foot coverings required. Mask does **not need to be N95.**

Immediate Duties:

- Check in with Medical Operations Chief.
- Read this entire Job Action Guide.
- Receive orientation.
- Assist with set-up of dispensing stations.
- Review and familiarize self with dispensing site surroundings for work station locations, office areas, lavatories, first aid and break rooms.
- Familiarize self with contraindications, potential drug interactions, medication/vaccine/biologic side effects, disease symptoms, and appropriate dosages.

Ongoing Duties:

- Review screening form for evidence of contraindication or potential drug interaction to first line prophylactic agent and disease symptoms.
- If no contraindications/interactions or disease symptoms, give client the information sheet and review risk/benefit, dosage, expected reactions, and adverse effects instructions.
- Check that client has signed consent form.
- Dispense appropriate medication; document medication dispensation on form.
- Attach appropriate label with lot numbers on the client's form.
- If client refuses recommended prophylactic agent, have client sign declination, sign as witness.
- Refer distressed, upset and anxious clients to the counseling area.
- Request additional medications, forms and other supplies from Medical Operations Chief.

Shift Checklist:

- Report to Event Manager.

- Sign personnel checklist.
- Wear badge at all times.
- Report to oncoming Vaccination personnel.
- Clean the dispensing station.
- Assist with site clean-up.
- Check out with Medical Operations Chief.
- Participate in scheduled debriefing sessions, as required.

Please enter your hours after each shift. Thank you!

SWVA MRC-Volunteer Hours & Responsibility Tracker 2021

Updated 7.23.21